**UC ANR Town Hall**

Tuesday, January 29, 2019

1:00 PM – 2:00 PM

<https://ucanr.zoom.us/j/716189133>

Join VP Glenda Humiston, AVP Tu Tran and the UCPath Project Team for a critical town hall discussion.

UCPath is the new systemwide payroll and HR system that will serve all UC employees. UC ANR's Spring 2019 launch date is fast approaching, and during the town hall you'll learn what you need to do to prepare for the coming changes.

# **Important information for all employees**

All locations are encouraged to host events for this town hall to create an engaging atmosphere. If you decide to host an event, please consider the following suggestions so that your meeting is effective.

* Reserve a meeting room for the participants at your location. Be sure this room has appropriate A/V equipment for a Zoom meeting.
* Inform your participants about the event so they easily understand when and where the event is occurring.
* Schedule a start time at least 15 minutes before the meeting begins. This will allow your participants to get settled, give you the opportunity to provide instructions for the meeting and troubleshoot technical issues.
* Participants will be able to send questions to the presenters via the chat feature in Zoom. Please provide paper and pencils to attendees as they arrive to the meeting to help facilitate questions and have someone available to gather the questions and key them into Zoom’s chat feature.
* Have personnel in the meeting room to perform the following roles (can be one person).
	+ Zoom technical support
	+ Facilitator to introduce meeting and provide instructions
	+ Room monitors to pick up papers with questions from participants
	+ Someone to key participants’ questions into Zoom chat
* **Most importantly, test all equipment and meeting rooms prior to the event. If possible, test in the actual meeting room with the person who will facilitate the meeting.**

For information about UCPath for UC ANR, visit <http://ucpath.ucanr.edu>